



Vendor Supporting Documentation Reference Guide

The following document provides guidance on when and where to submit supporting documentation for claims for VR services.

- **Products:** All vendor claims for products require the vendor to upload supporting documentation in the “Receipt of Goods” category **for purchases of \$50 and more**. The necessary documentation for each authorization type is listed in the chart below.
- If an invoice is required, please use the **Invoice/EOB** drop down.
- If VR requires or benefits from having summaries or reports of services prior to billing, the vendor should email this documentation to the local VR general email.
 - Any documentation required *prior* to claim submission, which has been sent to the local VR general email, **should not** be uploaded in VR-CPS.
 - Any documentation (reports, summaries etc.) uploaded to a claim in VR-CPS, should **not** be emailed to the local VR general email.
- Upload documentation to the “supporting documentation section” at the bottom of the Claim Information screen in VR-CPS.
 - To ensure confidentiality upload only supporting documentation pertaining to the participant for whom you are filing a claim.
 - Before you upload the document, ensure that is saved so that it clearly identifies what the document is including the name, dates of service (see examples in chart below).
 - Complete the “file name” field in VR-CPS with a description of the document because this information maps from VR-CPS to AWARE as a summary of the contents of the file (see examples in chart below).
- See chart below to determine required documentation and appropriate category to select from the drop-down menu.
- Use the ‘claim items notes’ if additional information related to the claim is required.

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
College Books - Authorization to bookstore for college books.	Receipts: Bookstores must upload a copy of receipts , with VR-CPS Claim	Use: Receipt of Goods	<i>Book receipt August 2022</i>	<i>Books 2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
College tuition, fees, room and board (start date of authorization is the Start date of the term; end date the last drop/add date. Claim submitted after last drop/add date.)	No documentation needed in VR-CPS	NA	NA	NA
Vocational Training (OJT, Cosmetology, other Occupational Training)	Grades, Progress Notes, Attendance, and Certifications of Completion as deemed necessary	Use: Education and Training	<i>Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022</i>	<i>Grades Feb 2022 Progress Notes Feb 2022, Attendance Report Feb 2022</i>
Durable Medical Good (Examples: wheelchair, scooter, prosthetic, etc.)	ROG Explanation of Benefits (EOB) if there is applicable insurance Invoice (Preferred: vendor has the Participant sign the ROG and uploads in VR-CPS. Alternatively, the vendor can upload document with participant signature showing Participant received the item.)	Use: Receipt of Goods for ROG or Signed Delivery Ticket Use: Invoice/EOB for Invoice and Insurance information.	<i>ROG-Wheelchair ROG-Scooter</i>	<i>ROG-Wheelchair ROG-Scooter</i>
Audio/Oto Evaluation	Audio/Oto Reports	Use: Medical/Psychological Records	<i>Audiological Exam-2/5/2022</i>	<i>Audiological Exam-2/5/2022</i>
Hearing Aids	Preferred: Hearing aid manufacturer list “shipping tracking number” OR: list tracking # in ‘claim item notes’	Use: Receipt of Goods	<i>HA Shipping Verification</i>	<i>Shipping 5/1/22</i>
Authorization to Dispense Hearing Aids	Approval to Dispense required, and one of the following: Aided Audiogram, Real Ear Measurement, Verification of Fit	Use: Medical/Psychological Records	<i>Approval to Dispense</i>	<i>Aided Audiogram - 5/1/22 Approval to Dispense 5/1/22</i>
Interpreter Services	None	NA	NA	NA
Reimbursing Participant for Goods	Reimbursement Statement and receipts; (exception - no receipt required for board and per diem)	Use: Receipt of Goods	<i>Books Fall 2019</i>	<i>Books Fall 2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
Reimbursing Participant for Mileage	Reimbursement Statement with dates of travel	Use: Receipt of Goods	<i>Mileage expenses Feb 2022</i>	<i>Mileage expenses Feb 2022</i>
Reimbursing Participant for Childcare or Tutoring	Reimbursement Statement with receipts	Use: Receipt of Goods	<i>Childcare Feb 2022 Tutoring Feb 2022</i>	<i>Childcare Feb 2022 Tutoring Feb 2022</i>
Paying a Tutor/school for Services	Support Services Statement or VR-CPS Claim	Use: or Invoice/EOB	<i>Tutoring Feb 2022</i>	<i>Tutoring Feb 2022</i>
Paying a Child Care Provider	Support Services Statement or VR-CPS Claim	Use: Receipt of Goods	<i>Childcare Feb 2022</i>	<i>Childcare Feb 2022</i>
Psychological, Neurological, Medical, Behavioral Evaluation or Services	Service Report (evaluation, summary of service, progress notes)	Use: Medical/Psychological Records	<i>Psych Eval Report Feb 2022</i>	<i>Psych Eval Report – Dr. Smith - Feb 2022</i>
AT Evaluation and Services	Service Report (evaluation, summary of services, progress notes)	Use: Rehab/Assistive Technology	<i>AT Eval – 2022 Training Report Feb 2022</i>	<i>AT Eval 2.15.22 Training Report Feb 2022</i>
Assistive Tech or other product being mailed to Evaluator or Participant (being delivered to evaluator so they can deliver and set up for the participant)	Receipt of Goods (ROG) Evaluator has Participant sign ROG at install and sends to Area VR Office email and vendor Vendors who mail products directly to participant should upload tracking sheet verifying product has been delivered. Invoice (itemized showing products being billed)	Use: Receipt of Goods for ROG or delivery Ticket Use: Invoice/EOB for the invoice	Product Description <i>Walker - Feb 2022</i> <i>Computer Software Feb 2022</i>	Product Description <i>Walker - Feb 2022</i> <i>Computer Software Feb 2022</i>
Other Goods (glasses, equipment, uniform, etc.) picked up by Participant.	ROG (unless the product is less than \$50.00). Preferred: vendor has participant sign ROG when participant picks up item/other goods. Alternatively, the vendor uploads document verifying participant has	Use: Receipt of Goods for ROG Use: Invoice/EOB for Invoice	<i>Glasses Feb 2022 Uniform Jan 2022</i>	<i>Glasses Feb 2022 Uniform Jan 2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
	received the product (OT/PT report, medical report, other) Invoice (itemized showing products being billed)			
Small Business/Self Employment Evaluation and Consultation	Service Report (evaluation, business plan development, summary of consultation services)	Use: Small Business Enterprise	<i>SBC Feb 2022 Business plan Jan 2022</i>	<i>SBC Feb 2022 Business plan Jan 2022</i>
Small Business Products (tools & equipment, licenses, stocks & supplies, etc.)	Receipt of Goods (ROG) Participant sign ROG at install and sends to Area VR Office email and vendor Vendors who mail products directly to participant should upload tracking sheet/delivery ticket verifying product has been delivered. Invoice (itemized showing products being billed)	Use: Receipt of Goods for ROG or delivery Ticket Use: Invoice/EOB for the invoice	Product description <i>Stocks and Supplies – 2.2022</i> <i>Computer and Printer 3.2022</i> <i>Microsoft License</i>	Product description <i>Stocks and Supplies – 2.2022</i> <i>Computer and Printer 3.2022</i> <i>Microsoft License</i>
Small Business Services (such as accounting, marketing-website design, etc.)	Invoice (itemized showing services being billed)	Use: Invoice/EOB	SB services <i>Accounting Jan – March 2022</i> <i>Website Design Feb 2022</i>	SB services <i>Accounting Jan – March 2022</i> <i>Website Design Feb 2022</i>
Driver Evaluation or Training	Evaluation, Training Report, or summary of progress. <ul style="list-style-type: none"> • Upload report with VR-CPS claim OR • Send report to local VR office general email prior to submitting claim in VR-CPS. 	Use: Rehab/Assistive Technology Use: Invoice/EOB - If you want to upload an invoice	<i>Driver Eval Feb 2022</i> <i>Driver Training 12. 2022</i>	<i>Driver Eval Feb 2022</i> <i>Driver Training 12. 2022</i>
Vehicle Modification	Post-VM Func. & Mech. Inspection Signed by the Mech. Inspector and Driver Evaluator	Use: Receipt of Goods for Post Modification Inspection	<i>VM post mod Inspection</i> <i>VM Invoice</i>	<i>VM post mod Inspection</i> <i>VM Invoice</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
	Invoice (itemized showing products being billed)	Use: Invoice/EOB for invoice		
Vehicle Modification Inspection (either functional or mechanical)	Full Inspection Report Completed by mechanical inspector or CDRS. Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: Rehab/Assistive Technology	<i>VM Inspection Report – 2.2022</i> <i>Functional Inspection 2.2022</i>	<i>VM Inspection Report – 2.2022</i> <i>Functional Inspection 2.2022</i>
Home Modification Evaluation/Consultation/ Inspection	HM Evaluation, Full HM Inspection Report, Price quotes gathered from contractors, Full Specs that have been developed Vendor can upload report with VR-CPS claim or send report to local VR office general email prior to submitting claim in VR-CPS.	Use: Rehab/Assistive Technology	<i>HM Eval Report</i> <i>HM Inspection Report 2.2022</i> <i>HM Quote – (contractor name)</i> <i>Transfer System Quote – (contractor name)</i>	<i>HM Eval Report</i> <i>HM Inspection Report 2.2022</i> <i>HM Quote – (contractor name)</i> <i>Transfer System Quote – (contractor name)</i>
Home Modification - Materials	ROG for Materials Preferred: ROG plus email confirmation Home Mod Project has started. (Contractor has Participant sign ROG after Materials are on site or Evaluator has ROG signed, they send it to contractor and local VR office general email) Invoice (if materials are claimed after final inspection, only the final inspection is required)	Use: Receipt of Goods for ROG Use: Invoice/EOB for invoice	<i>HM Materials ROG</i> <i>HM Materials Invoice</i>	<i>HM Materials ROG</i> <i>HM Materials Invoice</i>
Home Modification Services – Labor	Home Modification Inspection form signed by HM Project Manager and given	Use: Receipt of Goods for the HM Inspection form	<i>HM Inspection</i>	<i>HM Inspection</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
	to Contractor to upload with VR-CPS Claim for labor. If billing for whole project after inspection, ROG is not required.			
Farm Modification Evaluation and Consultation services	Farm Assessment Report or Service Report	Use: Rehab/Assistive Technology	<i>Farm Assessment Feb 2022</i>	<i>Farm Assessment Feb 2022</i>
Farm Modifications Involving only purchase of equipment	ROG (or signed delivery ticket) Invoice (itemized showing products being billed)	Use: Receipt of Goods for ROG or Signed Delivery Ticket Use: Invoice/EOB for the invoice	<i>Farm Mod Invoice</i> <i>Farm Mod signed delivery ticket</i>	<i>Farm Mod Invoice</i> <i>Farm Mod signed delivery ticket</i>
Farm Modification Services involving installation of equipment or structural modifications	Farm Modification Inspection Invoice	Use: Receipt of Goods	<i>FM Inspection – 2.15.22</i>	<i>FM Inspection – 2.15.22</i>
Equipment that can have a State License Plate (Utility Vehicle, Trailers, other farm equipment)	ROG Invoice (itemized showing products being billed) (Certificate of Origin should be mailed via USPS to VR Office)	Use: Receipt of Goods for ROG or signed delivery ticket Use: Invoice/EOB for the invoice	<i>Invoice Pilot Lift</i>	<i>Invoice Pilot Lift</i>
Employment Services – Note: Monthly Progress Summaries for all employment services and are due to the VR office by the 10th of following month (January's report is due by Feb 10th) even if the billing is not claimed until later in the month. They should be emailed to the office general email box, if the service is being claimed after the 10th of the month. Please name the Monthly Progress Summary, at a minimum, as MPS with the date (for example, MPS May 2022). If the documentation for the wrong participant is submitted with a claim, the claim will be canceled so that the correct documentation can be submitted with the corrected claim. Please delete the incorrect documentation and upload the corrected documentation.				
Job Readiness Training	Job Readiness Training Plan (due within 2 wks of authorization, must be updated quarterly) Monthly Progress Summary (submit by the 10 th)	Use: Employment	<i>Job Read Plan HIPPA Name 1.10.22</i> <i>MPS HIPPA Name– 2.2022</i>	<i>Job Read Plan HIPPA Name 1.10.22</i> <i>MPS HIPPA Name– 2.2022</i>
Work Experience	Monthly Progress Summary (submit by the 10 th)	Use: Employment	<i>MPS HIPPA Name– 2.2022</i>	<i>MPS HIPPA Name– 2.2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
Discovery	Monthly Progress Summary while discovery is ongoing. At the conclusion of Discovery Services the Discovery Profile and Job Development & Placement Plan should also be submitted to VRC via office general email box. <i>(Note: Before an auth for MS1 will be created, the Discovery Profile and Job Development & Placement Plan should be submitted to VRC via office general email box.</i> If participant starts a job while in Discovery, hourly Discovery or Work Experience could be paid while DP & JDPP is finalized and is submitted).	Use: Employment	<i>Disc Profile – HIPPA name - completed 1.2022 MPS HIPPA Name– 2.2022</i>	<i>Disc Profile – HIPPA name - completed 1.2022 MPS HIPPA Name– 2.2022</i>
ES Milestone 1	NOJO Monthly Progress Summary (submit by the 10 th) Milestone Verification Form	Use: Employment	<i>MS 1 HIPPA Name – Feb 2022 MPS HIPPA Name– 2.2022</i>	<i>MS1 HIPPA Name – Feb 2022 MPS HIPPA Name– 2.2022</i>
ES Milestone 2	ESRP (also required quarterly until stabilization) Monthly Progress Summary (submit by the 10 th) Milestone Verification Form	Use: Employment	<i>MS 2 HIPPA Name– Feb 2022 MPS HIPPA Name – 2.2022</i>	<i>MS 2 HIPPA Name– Feb 2022 MPS HIPPA Name – 2.2022</i>
ES Milestone 3	Stabilization Notification Form (should have been submitted before auth for MS 3 was completed) Monthly Progress Summary (submit by the 10 th) Milestone Verification Form	Use: Employment	<i>MS 3 HIPPA Name– Feb 2022 MPS HIPPA Name – 2.2022</i>	<i>MS 3 HIPPA Name– Feb 2022 MPS HIPPA Name – 2.2022</i>
Supported Employment Hourly	ESRP required quarterly Monthly Progress Summary	Use: Employment	<i>ESRP HIPPA Name – Jan to March 2022</i>	<i>ESRP HIPPA Name – Jan to March 2022</i>

Authorization Type	Required Documentation in VR-CPS	Category to Select in Drop Down Menu	Example of Saved PDF or Word Document Name	Example for CPS Enter File Name
			<i>MPS HIPPA Name– 2.2022</i>	<i>MPS HIPPA Name– 2.2022</i>
All employment services paid for by \$42/hour payment (Youth Extended Services, ES Hourly Job Placement, On the Job Supports-Short Term)	Monthly Progress Summary (Monthly Progress Summary must be received by VR by the 10 th of the following month.	Use: Employment	<i>MPS HIPPA Name 2.2022</i>	<i>MPS HIPPA Name 2.2022</i>
Reimbursing Employment Service Provider for uniforms/clothing etc.	Receipt – required for all reimbursements ROG and receipt for purchases \$50 or more Note: VR does not reimburse sales tax for these reimbursements.	Use: Receipt of Goods	<i>ROG HIPPA Name - Clothing</i> <i>ROG HIPPA Name Uniform</i> <i>ROG HIPPA Name Computer</i>	<i>ROG Clothing</i> <i>ROG Uniform</i> <i>ROG Computer</i>